

Quick Reference Guide

VEHICLE REPORTS

Vehicle Reports Due By All State Agencies (Except Institutions Of Higher Education And Vocational Technical Institutes):

(Based on Attorney General Opinion 2002-176) This does apply to constitutional officers and their staff members, the Arkansas State Highway and Transportation Department, and the Arkansas Game and Fish Commission, as well as all boards, commissions, departments, councils, and bureaus.

ACA 25-1-110

- (1) The number of agency vehicles;
- (2) The mileage used on the agency vehicles;
- (3) Any private car mileage reimbursements; and
- (4) Justification for retention of all vehicles identified as under-utilized.

This information should be submitted on a yearly basis, on June 1 of every year, for the period of April of one calendar year through March of the next calendar year. (example: April 2004 through March 2005).

Reports Due From All State Agencies With Business Area Code Of 0100 Or Greater That Own State Vehicles:

Inventory Requirement:

A revised, updated copy of the vehicle inventory will be returned to the DFA-OIS in August and February. DFA-OIS will mail inventories to State Agencies in January and July of every year.

Form MV2 – Individual State Vehicle Report

(Annual Fleet wide Submission) by June 30th of each year. MV2 Forms for each vehicle in the Agency Fleet. Period Covered: April of one calendar year to March of the next calendar year. Example: (April 2004 through March 2005.)

MV3 Form – Quarterly Vehicle Report Form

(Due no later than 2 months after the Quarter ends. Example: (July-September Reports due no later than November 30.) MV2 forms are used to calculate this report.

MV-4 Forms – State Vehicle Mileage Reimbursement Form

This Form is due when the MV-3 forms are due. See above. (This form deals with people who are “assigned” a state vehicle and commute back and forth to and from work in this vehicle. All persons commuting in a state owned vehicle should be on this form and the box marked REQ checked if they are “Required” to commute as a requirement of their job.

MV-5 – Act 493 – Annual State Vehicle Request

This form is due EVERY JULY. See State Vehicle Fleet Management Guide - Page 12.

MV-6 – State Vehicle Request

Use this form when you want to spend “agency” funds for a vehicle. This form is used when requesting an addition or a replacement of vehicle(s) in your agency’s fleet.

Justification For Retention Of All Vehicles Identified As Under Utilized In Accordance With ACA 25-1-110.

Reports Due From All State Agencies With Business Area Code Of 0100 Or Greater That Do Not Own State Vehicles:

Total number of personal mileage reimbursement. You will submit on June 1st of each year, the total number of miles traveled and the total number of dollars paid for personal mileage of employees/board members. (Period Covered: April of one calendar year through March of the next calendar year. (example: April 2004 through March 2005).

MV3 Form – Quarterly Vehicle Report Form

(Due no later than 2 months after the Quarter ends. Example: (July-September Reports due no later than November 30.) You will report Personal Mileage Reimbursement Figures only - located on the bottom section of the form.

MV-6 – State Vehicle Request

Use this form if you want to acquire a vehicle for your agency. (After receipt of the new vehicle, you will submit the required reports under the Reports Due From All State Agencies With Business Area Coded of 0100 or Greater Than Own State Vehicles Category.)

VEHICLE ACQUISITION

Using the MV-6 Form

AASIS Participating Agencies:

After approval of the MV-6 Form, requesting state agency will provide, in writing, to DFA-Office of Information Services, (DFA-OIS), the following information:

Asset shell number created by the agency requesting the vehicle,
Cost Center, (should be the same as given for the fund transfer & PO Info)
Agency Business Area,
Functional Area,
Fund and Fund Center, and
WBS Element or Internal Orders, (if required).

DFA-OIS will, at this time, request funds. ONLY FUND TRANSFERS WILL BE ACCEPTED. No warrants will be accepted. Complete payment, for a vehicle, will be required to be funded from the same source, (i.e. no one vehicle can be paid for from more than one funding source; one half of vehicle cannot be paid from one source and the

other half from another funding source. It is the responsibility of the agency to transfer any non-general revenue monies, being used to purchase a vehicle, into the same account BEFORE notifying DFA of the funding source.) Cash funds used to purchase vehicles will be deposited in the appropriate treasury fund, BEFORE notifying DFA of the funding source.

NOTE: Only non-general revenue funds may be used to purchase vehicles less than one ton in size.

DFA-Office of Administrative Services–Fiscal Accounting Section (DFA-OAS-FA) will transfer appropriation to the agency requesting the vehicle using the codes provided above. This transfer will be completed following receipt of the requesting agency's funds.

Internal Purchase Requisition will be processed by DFA-OIS and the Purchase Order will be processed by the DFA-Office of Administrative Services- Purchasing and Asset Management Section, (DFA-OAS-PAM).

AGENCIES REQUESTING VEHICLES WILL NOT PRINT THE PURCHASE ORDER FROM AASIS. REQUESTING AGENCY AND VENDOR WILL BE PROVIDED COPIES OF THE DOCUMENTS BY DFA-OAS-PAM.

After confirmation of receipt of vehicle and invoice, DFA-OAS-FA will transfer funds to the requesting agency account, and process the payment to the vendor.

VEHICLES ACQUIRED BY YEARLY MV-5 PROCESS (Act 493 Prioritized Vehicles) Less Than One Ton In Size

After the "Act 493" prioritized list has been approved, agencies receiving "Act 493 prioritized" vehicles, except Institutions of higher education, will provide the following information to the DFA-Office of Information Services (DFA-OIS):

Asset shell number created by the agency requesting the vehicle,
Cost Center, (should be the same as given for the fund transfer & PO Info)
Agency Business Area,
Functional Area,
Fund and Fund Center, and
WBS Element and/or Internal Orders, (if required).

Appropriation will be transferred to the requesting agency account using the codes provided above.

Internal Purchase Requisition will be processed by DFA-OIS and the Purchase Order will be processed by the DFA-Office of Administrative Services, Purchasing and Asset Management Section, (DFA-OAS-PAM).

AGENCIES REQUESTING VEHICLES WILL NOT PRINT THE PURCHASE ORDER FROM AASIS. REQUESTING AGENCY AND VENDOR WILL BE PROVIDED COPIES OF THE DOCUMENTS BY DFA-OAS-PAM.

After confirmation of receipt of vehicle and invoice, DFA-OAS FA will transfer funds to the requesting agency account, and payment will be made to the vendor, on behalf of the agency, by DFA-OAS-FA.

INSTITUTIONS OF HIGHER EDUCATION - ONLY

After approval of the MV6 Form funds will be requested by DFA-Office of Information Services, (DFA-OIS).

Please Note: Only non-general revenue funds may be used to purchase vehicles less than one ton in size.

The institution of higher education will remit the requested funds via check. The funds will be deposited by the DFA-Office of Administrative Services, Fiscal Accounting Section (DFA-OAS-FA) into the appropriate MMV fund that was established for the particular institution of higher education. The deposit will be coded as an interagency transfer in.

Internal Purchase Requisition will be processed by DFA-OIS and the Purchase Order will be processed by the DFA-Office of Administrative Services, Purchasing and Asset Management Section, (DFA-OAS-PAM).

After confirmation of receipt of vehicle and invoice, DFA-OAS FA will make payment to the vendor on behalf of the requesting agency. The payment will be code as equipment outlay.

Requesting agency will be provided copy(s) of the Purchase Order(s).

DEFINITIONS

Definition of non-exempt agency – (for vehicle acquisition purposes only). Any State Agency with Business Area Code of 0100 or more that receives General Revenue Appropriated Funds.

Definition of exempt agency – (for vehicle acquisition purposes only). Any State Agency with Business Area Code of 0100 or more that does not receive General Revenue Appropriated Funds.